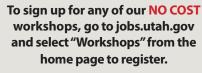
LEHL SERVICE AREA

Job Seeking Skills Workshops

Open	to all	Job	Seeking	Customers

Workshop	Date	Time	Location
RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or "power-up" a current resumé to get that interview! This workshop is designed for customers who are READY to write a resumé and start actively job searching.	March 12	9:00 am-12:00 pm	Lehi EC
INTERVIEW SKILLS: Learn to be confident in an interview, research employers, market your skills, and answer questions to enhance interview effectiveness.	March 12	1:00 рм-4:00 рм	Lehi EC
JOB CLUB: Build your network, develop your job search plan, receive career guidance, learn and develop various job-seeking skills, gain confidence in your abilities, listen to guest speakers and learn which employers are hiring and what they expect.	March 5, 7, 12, 14, 19, 21, 26, 28	8:00 AM-9:00 AM	Lehi EC
JOB SEARCHING WITH TECHNOLOGY: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications, and sending / posting resumés—basic computer skills required.	March 19	9:00 AM-12:00 PM	Lehi EC
NETWORKING STRATEGIES: Learn how to design and implement a strategic networking plan and find employment OPPORTUNITIES in the "hidden" job market.	March 19	1:00 рм-4:00 рм	Lehi EC
EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	March 4, 11, 18, 25	1:00 рм-3:00 рм	Lehi EC
JOB PREP LAB: DWS staff assistance with registration, resumés, completion of job applications, mock interviews, cover letters, thank you letters etc.	March 1, 8, 15, 22, 29	1:00 рм-3:00 рм	Lehi EC



Employment Center (EC)
Location

Lehi EC 557 West State Street

For additional information regarding these workshops, please contact Rebecca at 801-342-2655.

Plan to arrive 10-15 minutes before the workshop begins. Workshops START at the scheduled time. With respect to customers who arrive on time, late-comers will be asked to re-schedule.

Workforce Services • jobs.utah.gov

Equal Opportunity Employer/Program